

Minutes

Steering Committee Meeting

September 16, 2003

1:30 – 3:15

33 Hazen Drive, Safety 1st Fl. COncference Room

Meeting called by:

Peter Croteau

Type of meeting:

Scheduled Periodic Meeting

Facilitator:

Dennis Roffman

Note taker:

Brian Smith

Attendees:

Linda Farrell – Dept. of Safety Business Office

Chuck DeGrace – OIT

Glenn Ott – Bearing Point

Jim Bronson – OIT

Brian Smith – OIT

Dennis Roffman – OIT

Sheri Kelloway – DMV

Kirsten Hale – DMV

Tony Schaffer – Manchester

Pat Harte – Manchester

Pricilla Vaughan – DMV

Virginia Beecher – DMV

Arthur Garlow - - DMV

Larry Brigden – DMV

Kelly Michael – DMV

Rebecca Landry - Keene

Agenda Topics

I. DOS Business Issues with no impact to Bearing Point

Dennis Roffman

- Maximum cost for Primedia expected to be \$3,500. Negotiations are in progress.
- Need to gather fee types collected from each of the cities and towns.
- A meeting is planned to discuss the end of day report for Municipal Agents.
- It has been decided to use a single form for originals and certified copies of auto registrations.

II. DOS Business Issues with impact to Bearing Point

Dennis Roffman

- A handout was distributed that provides detail on the 5 changes that have total cost estimated at \$65,000. These changes have no impact on the July 19th deadline. The changes are:
 - 1) Municipal Agents Change of Tender Type
 - 2) Lease Transfer for Muni Agents
 - 3) Use of separate IS and Password for MAAP
 - 4) State Portion Only for Muni Agent Boats Application.
 - 5) Registration Duplicate Reprints
- Three additional changes that do not have cost estimates are:
 - 1) Registration form audit numbers (to be defined)
 - 2) Supervisory Override for Muni Agent
 - 3) Local Registration Process if MAAP is down
 - 4) New Registration Documents

III. Project Plan

Dennis Roffman

- The implementation team has been meetings are in progress to define rollout plan.
- Bearing Point and the State IT Department are working together to develop a train the trainer program.

Next Meeting: October 14, 2003 at 33 Hazen Drive, 1:30